

MINUTES  
COUNCIL OF DEANS  
January 11, 2012

Present: Grahn, Arnold, Cantrell, Hattlestad, Lee, McNiece, Potter, Pounder, Runge.

1. Title IV Eligibility

Cheryl Lyons was invited to discuss Title IV eligibility. Academics must work with Financial Aid to make sure all programs are in compliance with the U.S. Dept. of Education.

Cheryl comments: UCA awards over \$70 million every year in financial aid and work-study. Cheryl distributed a handout for the Deans to review. She asked that the Deans invite her to do a more detailed presentation of Title IV. It is important that UCA is in compliance with the U.S. Department of Education guidelines. There was discussion about financially eligible programs. The federal government encourages study abroad. US Fed requirements for FTE: 12 credit hours for undergraduates; 6 credit hours for graduates.

2. Notification of Student Dropped from University

Tony Sitz was invited to discuss notification of students dropped from the university. Students are notified by the university when they have been dropped. In cases where students show up for class, they should be told they cannot stay in class. Student Accounts sends an email to faculty when students are dropped; deans get a report. Discussion followed. The student handbook does not have an attendance policy; attendance policies are set by the faculty. Cheryl: faculty must establish the student started and attended the class. When a student withdraws, they may owe money back to the U.S. Dept of Education without attendance records. Tony: Starting Thursday, January 12, the attendance verification program will be available to faculty. It will be open for 10 days: Jan 12 – midnight Jan 19. Encourage faculty to use the system. Tony will send notice to the Deans and Dept Chairs at least once a day. There was discussion about the high number of changes of 'X' grades to a letter grade. Cheryl: Financial Aid treats an X grade like a withdrawal.

Tony Sitz - Spring Commencement: there will be three separate commencement ceremonies. Saturday, May 5, at 10:00 am, 1:30 pm, and 5:00 pm. There will be a formal declaration for the honorary doctorate; two distinguished professor emeriti, top graduating seniors, 6 honorary seniors, hooding, and undergraduates. There was discussion about the administration of the Associate of Arts degree. Lance has scheduled a summit on January 20<sup>th</sup> to discuss the University College. Discussion followed about remedial programs and the University College.

3. NIMS Badges and Emergency/COOP Planning

Lance distributed NIMS badges to the Deans. The badges must be worn during any training exercises and during an emergency on campus. Discussion about cell phones during an emergency. There was discussion about agreements with UALR and Tech in case there is catastrophic campus damage so UCA students could stay on task toward graduation.

4. Acceptable Expenditures of State Funds for Graduate Degree Support

Acceptable expenditures of state funds for graduate degree support came out of internal audit. We need to define educational expenses for graduate degree support. Discussion followed.

#### 5. Policy for Honorary Undergraduate Degrees

It was agreed that policy for honorary undergraduate degrees should be decided by the Provost.

#### 6. Issues Regarding Facebook and Other Social Media

Deans should have discussions with department chairs and faculty about facebook and social media, public venting and frustration.

#### 7. Performance Funding (Pounder)

Retention is a comprehensive university responsibility. We need a systematic plan for approaching this. UCA does not have good data as to why students leave campus. UCA is not far off the national norm. Discussion followed.

#### 8. SEM Work Sessions (Potter)

There were questions about the schedule. Lance will contact Rob for clarification. Discussion about programs and times.

#### 9. Announcements

a. Conrad Shumaker will want a COD decision on World Culture Tradition structure. Discussion followed about Gen Ed and assessment.

b. Unrestricted gift of \$238,000 received by the UCA Foundation. \$80,000 (\$20,000 each) will be given to four residential colleges.

c. Guidelines for Act 747 exemption request.

We will need to develop guidelines and timelines for the review of the programs that have not yet reduced to 120 total credit hours. These yet to be developed guidelines and timelines will need to be submitted to ADHE by April. (Lance, you will recall, offered February 15 as a working deadline for an initial draft) The other item of communication was that ADHE will accept our Guaranteed Eight-Semester Program Completion Plan template for reporting how our programs have reduced to 120 credit hours. In short, we will submit the PCP's with the reduced credit hours (general electives in almost every instance) marked with a strikethrough.

d. Statement of Financial Interest due January 31 to the Secretary of State.

e. Conflict of Interest forms due to Provost Office by January 31, 2012.

f. Required Travel Regulations meeting on January 17<sup>th</sup> at 10:00 am in Student Center Ballroom. Everyone who travels or processes travel must attend. Discussion followed.

g. The Topping Out ceremony for Bear Hall is tomorrow, January 12<sup>th</sup> at 3:00 pm.

#### Dean Reports

Elaine McNiece.

1. Rhonda McClellan has verbally accepted the position of Director of Interdisciplinary Leadership Studies PhD Program.

2. IEP classroom availability is a strain. Send e-mail to Amy about any available classroom space.

Steve Runge

Received first donation from Walker Foundation of \$50,000.

Rollin Potter

Awards in the college: Outstanding English Teacher – Steve Lance.

Upcoming events and fundraising events.

Pat Cantrell

The College of Business has been reaffirmed.

Diana Pounder

No report.

Maurice Lee

No report.

Adjourned 11:45 am.

Respectfully submitted by Donna Gladwin.